

Examination Bulletin

Bilingual/Migrant  
Education Consultant



OPEN/Statewide	CONTINUOUS FILING						
CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.							
WHO MAY APPLY	This examination is open to anyone who meets the "Requirements for Admittance to the Examination". Career credits do not apply.						
HOW TO APPLY	Submit Examination Application (STD. Form 678) and a Supplemental Application (see "Supplemental Application" section of this bulletin for instructions on how to prepare the Supplemental Application.):  By mail or in Person to:  California Department of Education Selection Services Office 1430 N Street, Room 1802 Sacramento, CA 95814						
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 on the "Examination and/or Employment Application." You will be contacted about specific arrangements.						
CONTINUOUS FILING	The California Department of Education will accept applications on a continuous basis and test applicants: <table><tr><th>FINAL FILE DATES</th><th>RATING PANEL CONVENES</th></tr><tr><td>February 26, 2004</td><td>March 2004</td></tr><tr><td>September 23, 2004</td><td>October 2004</td></tr></table> <b>Applications/Supplemental Application items postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted.</b> <b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the final filing date. <b>All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information will be rejected.</b>	FINAL FILE DATES	RATING PANEL CONVENES	February 26, 2004	March 2004	September 23, 2004	October 2004
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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>Credential Requirement:</b> Applicants must possess a valid California administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Bilingual/Migrant Education Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.) Possession of an earned master's or doctorate degree may be substituted for the required credential. (Applicants who do not meet the credential requirement will be admitted to the examination, but must meet the requirement before they will be considered eligible for appointment.)</p> <p><b>Experience Requirement:</b> Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, OR II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Experience in California state service applied toward the open experience pattern (Pattern II) must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class equivalent to the level described in the promotional experience pattern (Pattern I).</p> <p><b>Either I</b></p> <p>One year of experience in California state service performing professional education duties which shall have consisted of serving the educational needs of bilingual or migrant students at a level of responsibility equivalent to that obtained in the class of Bilingual/Migrant Education Assistant, Range B.</p> <p><b>Or II</b></p> <p>Two years of administrative, educational program or policy development, or equivalent staff-level experience in performing professional education duties in elementary, secondary, or postsecondary education serving the educational needs of bilingual or migrant students.</p>						
DEFINITION OF TERMS	The term "performing professional education duties" is defined as duties, which, if performed in the California state service, would be performed by persons in a professional education class. Duties performed in staff services classes in the California state service will not be considered professional education duties.						
MONTHLY SALARY RANGE	\$5,094 - \$6,189						
POSITION DESCRIPTION AND LOCATION	The Bilingual/Migrant Education Consultants, under general supervision, serves as a departmental spokesperson on bilingual or migrant education in a geographic area, or serves as a statewide specialist for particular education program components. Consultants provide coordination and liaison services to various private, State and local public education agencies which provide services to school children; evaluate curricula for use in bilingual or migrant education programs; provide leadership for local programs; advocate the expansion of programs known to improve student performance; prepare and present complex documents on sensitive policy issues for a variety of State, Federal and local level audiences; may participate in developing the annual work plan as part of the program budget; and perform the more difficult, sensitive and complex program formulation, analysis, implementation, administrative and assessment activities. Consultants may						

See reverse side for additional information.

POSITION DESC  
CONTINUED

provide leadership and training to incumbents at the Assistant level. Positions currently exist with the California Department of Education.

EXAMINATION  
INFORMATION  
SUPPLEMENTAL  
APPLICATION

This examination will consist of a Supplemental Application weighted 100%. A rating committee consisting of professional educators will competitively assess the Supplemental Application using predetermined rating criteria.

All candidates are required to personally prepare/complete a Supplemental Application by responding to the items in this section. The Supplemental Application items are designed to elicit a broad range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the functions relative to this classification. (Note: If successful in the examination and contacted for a job interview, the hiring authority may use the Supplemental Application in the review of your qualifications for the job.)

The rating committee will be able to objectively assess your qualifications when the Supplemental Application fully addresses each item and shows depth and complexity of thought in a clear, focused, unified and coherent organization. A Supplemental Application which lacks clarity and fails to fully address each item may result in a disqualifying rating.

In addition to the Supplemental Application items listed below, candidates will be evaluated on writing skills which will include grammar, spelling, punctuation, and the use of professional language with distinction/impact and succinctness.

*When responding to each item, all applicants must adhere to the following guidelines:*

- Responses must be typewritten or generated by a word processor on 8 ½ x 11 paper.
- Font size must be 12 or larger; one inch margins.
- Responses to each item must be limited to the page count indicated for that item.
- Answer each numbered item separately and indicate the corresponding item number for each response.
- Identify each page with your full name and the examination title.

Completion of a Supplemental Application, addressing each item is **MANDATORY. CANDIDATES WHO DO NOT SUBMIT A SUPPLEMENTAL APPLICATION WITH THEIR APPLICATION FOR EXAMINATION WILL BE DISQUALIFIED FROM THE EXAMINATION. NOTE: Resumes, letters, and other materials will NOT be evaluated or considered as a response to the Supplemental Applications items.**

**Supplemental Application Items:**

1. Trends and Practices  
Discuss current trends and practices in educational programs for English learners or migrant students. (Response must be limited to one page).
2. Workshop  
Discuss the procedure you would take for preparing to present a workshop of educational services for English learners or migrant students. (Response must be limited to one page).
3. Developing education programs  
Discuss the format and planning procedures you would use in working with district level staff to develop its annual educational program plan for their English learners and migrant students. (Responses must be limited to one page).
4. Developing education programs  
Describe the components of a model bilingual or migrant education program which you feel would meet the educational, health and related needs of participating pupils. (Response must be limited to one page).
5. Leadership  
Consultants are responsible for providing leadership for local programs. On a field visit to your assigned geographical region, you discover several non-compliance issues (i.e., no parent involvement, lack of bilingual staff, inappropriate expenditures, etc). Describe steps you would take to resolve the issues(s). (Response must be limited to one page).

SPECIAL  
QUALIFICATIONS  
& REQUIREMENTS

Desirable Qualifications: Extensive knowledge of the customs and proficiency in the language of a cultural group served by the Bilingual or Migrant Education units.

Special Personal Requirement: Willingness to travel throughout the state.

ELIGIBLE LIST  
INFORMATION

Names of successful candidates will be merged into the existing eligible list according to their final ranking. Eligibility expires 24 months after it is established.

VETERANS &  
CAREER POINTS

Veterans' preference points and career credits are not granted in this examination because it does not qualify as an entrance examination under the law.

RECOMPETITION  
RESTRICTIONS

Unsuccessful candidates who wish to recompetete must wait 12 months from the date of disqualification before reapplying. Successful candidates must wait 12 months before reapplying.

GENERAL INFORMATION

*It is the candidate's responsibility* to contact the California Department of Education's Selection Services Office in Sacramento at (916) 319-0857 three weeks after the final filing date if he/she has not received a progress notice.

*The State Personnel Board* and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department and the California Department of Education and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA DEPARTMENT OF EDUCATION  
Selection Services Office  
1430 N Street #1802  
Sacramento, CA 95814  
Voice/TDD Telephone: 916-319-0857

California Relay (Telephone) Service for  
the Deaf or Hearing Impaired:  
From TDD Phone: 1-800-735-2929  
From Voice Phone: 1-800-735-2922